

Approved For Release 2001/03/30 : CIA-RDP78-04718A001600140022-7

046
04m 5 DDS

Document No. 046	
Class. Changed to: TS S C 1988	
Next Review Date: 10 January 1955	
Auth: HR 70-3	18 DEC 1978
Date:	By: 015

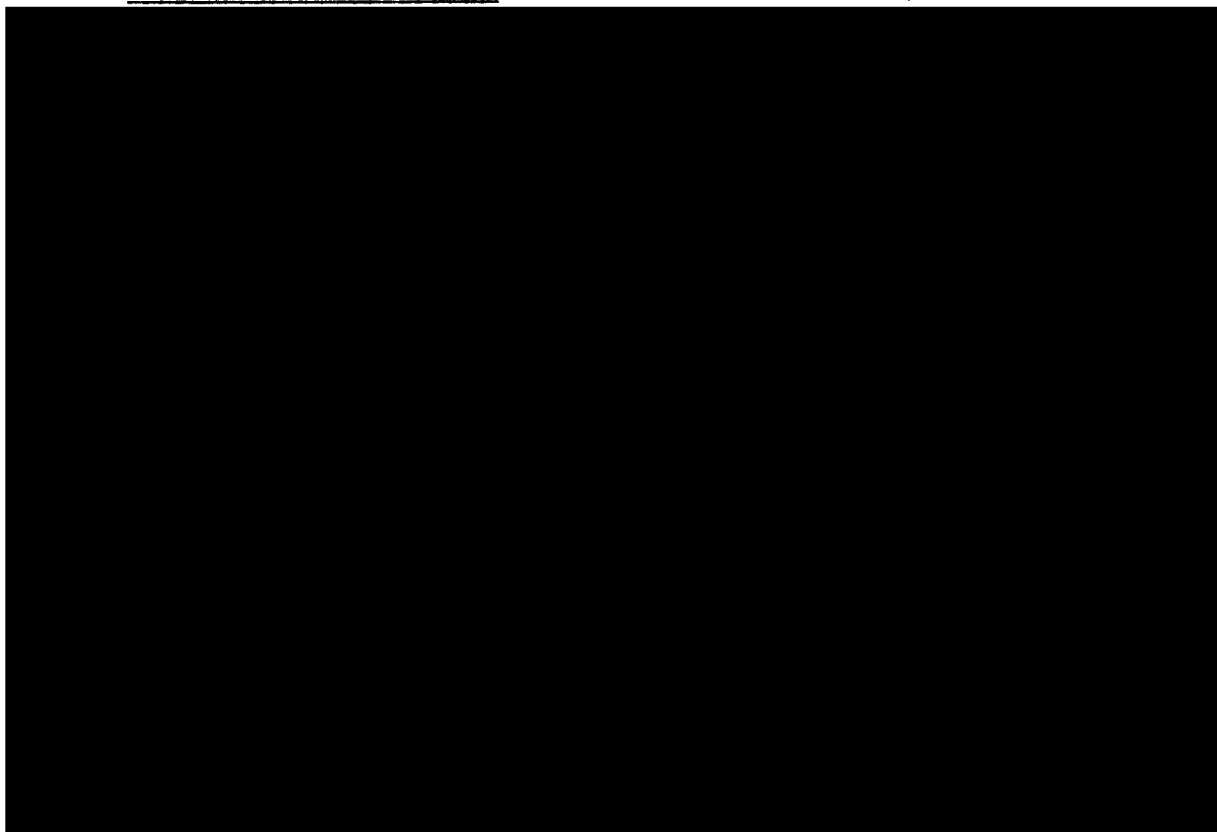
MEMORANDUM FOR: Colonel White 25X9

SUBJECT : Retention of [REDACTED] Positions in the Logistics Office

1. The DD/A memorandum dated 21 July 1954 stated the following positions were to be eliminated 1 January 1955 unless temporary extension of any of the positions was requested and authorized prior to that date:

25X9 Transportation Division

Number



25X9

2. On 23 December 1954 Logistics submitted a memorandum, supported by specific justifications, requesting the retention of all of the above described [REDACTED] positions. Each of these positions, or group of positions, together with justification for retention as presented by Logistics, is discussed below.

a. Administrative Service Officer, Space, Maintenance & Facilities Branch, Real Estate & Construction Division:

(1) Analysis of workload statistics indicates the workload here is approximately 20 percent greater than that existing at the time the function was transferred to Logistics.

(2) Until all the moves resulting from the establishment of the DCI in South Building are completed, there is no indication that this workload will decrease.

Approved For Release 2001/03/30 : CIA-RDP78-04718A001600140022-7

CONFIDENTIAL

(3) Preliminary work in connection with the proposed CIA Headquarters building requires a very considerable amount of the time of the personnel of the Branch and this requirement will increase as we get further into the actual planning. It is recommended that this position be retained until the new building project is completed or the project is abandoned.

b. Chauffeur, Motor Pool, Highway Branch, Transportation Division: 25X9

(1) The duty assignments of the [REDACTED] chauffeurs attached to the Motor Pool are:

Director
Deputy Director
Deputy Director (Administration)
Deputy Director (Plans)
Deputy Director (Intelligence)
National Security Council
Special Assignment
Shuttle Buses
Night Shift
Day Shift

Total

25X9

(2) There are [REDACTED] chauffeurs, assisted when possible by chauffeurs assigned to the Deputies, to take care of the 21 scheduled daily runs, as well as all unscheduled requirements, including special full time assignments of varied duration for special commitments.

(3) The Motor Pool has been unable to take care of an average of 20 requests per week because of an unavailability of chauffeurs.

(4) Absence due to leave or sickness for any chauffeur, including the shuttle bus operators, have to be filled from these [REDACTED] chauffeurs. There is usually someone absent every day. It is recommended that the two chauffeur positions be retained.

The justifications advanced in support of the retention of these [REDACTED] positions are summarized as follows:

(1) There has been a very substantial increase in essential activities of the Supply and Transportation Division and the Administrative Staff other than the ~~great~~ activity in connection with regulations.

(2) These essential activities and the resulting workload are expected to increase during the current and future years.

(3) The regulation program requires 3 man-years in the Supply Division, 3 man-years in the Transportation Division, and 1 man-year in the Administrative Staff. The vast majority of this work on regulations must be handled by the personnel presently occupying [redacted] of the non-clerical slots slated for termination 1 January 1955.

3. CONCLUSIONS:

25X9

25X9

Justification presented in support of the retention of these [redacted] positions is persuasive. It clearly indicates that any reduction in these positions will not only adversely affect Logistics operations and activities, but will also seriously impair the regulations program.

I visited the Logistics Office and discussed these positions, functions, and activities, present and future workloads with the Chief of Logistics, the Chiefs of the Divisions and Staffs, the Chiefs of the involved activities, and [redacted] of the Management Staff. During these discussions, various means and methods of performing these activities and writing regulations were raised, investigated, and reviewed. As the result of the Logistics memorandum requesting retention and the discussions, I am convinced that any reduction in these positions at the present time will seriously impair the essential operations and mission of the Logistics Office and drastically curtail the contemplated regulation program.

25X9

4. I therefore recommend that these [redacted] positions be retained at least until 1 January 1956. If, however, you believe additional information is necessary before deciding this matter, I request that Logistics be given an opportunity to personally present this case to you.

25X1A